Information for Instructors Using CETL for Testing Arrangements

When you receive an email from CETL entitled “TAS Requests Need Approval,” please click on the link provided.

Please log in with your NetID and password, complete the exam request forms, and click “Submit.”

CETL will factor in the approved extra time and determine if the student is eligible to use a computer or scribe.

You will receive a confirmation email indicating the specifics of the student's exam accommodations.

Contact Us

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Center for Excellence in Teaching and Learning
Test Accommodation System (TAS)
Testing Accommodation System (TAS)

Testing Accommodations for Students with Disabilities

Some students with disabilities are eligible to receive reasonable classroom accommodations in the form of alternative test taking arrangements, which may include the use of additional time (usually time and a half or double time) and an alternate testing location.

If the instructor is unable to make suitable arrangements to provide the student's testing accommodation, the Center for Excellence in Teaching and Learning (CETL) can provide the location, additional time, and a proctor for students who are eligible to receive test accommodations.

Our online Testing Accommodation System (TAS) provides instructors, students, and staff with a system to communicate important details about each exam. Students may place a request for exam accommodations with CETL anytime up to 7 days in advance of the test administration.

All information in the system is encrypted. Students and instructors can access the system using their university-designated NetID.

FAQs

Can I make my own arrangements for my student’s testing accommodations?
Yes. Please refer to the student’s Letter to Faculty and discuss your arrangements with the student.

When should I deliver my exam to CETL?
Please deliver exams at least one business day in advance.

Where should I go to pick up the completed exams?
You or a TA may pick up the completed exams from CETL in Dewey 1-154 between the hours of 8 am - 5 pm Monday-Friday.

Whom should I contact for questions about student accommodations or Test Accommodation System?
Please contact the CETL office at 275-9049 or cetl@rochester.edu

Testing Accommodation Process

Step 1: Student submits request for test taking accommodations to TAS.

Step 2: Access Coordinator monitors pending requests.

Step 3: TAS emails instructor 6 days in advance to fill out test details.

Step 4: Access Coordinator confirms test details.

Step 5: TAS sends confirmation email to student and instructor.

Step 6: Instructor delivers electronic or hard copy of the exam to CETL.

Step 7: Student takes exam.

Step 8: Instructor/TA picks up completed exam at CETL.